

Job Description
Director of Building and Planning/ Chief Building Official (CBO)

Position: Chief Building Official (CBO)/Director of Building and Planning		
Reports To: Chief Administrative Officer		Revised: June 26, 2025
This Position Is: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing <input type="checkbox"/> Revised		

Job Summary:

The Chief Building Official (CBO)/Director of Building and Planning is responsible for providing senior level leadership and administration to the operation of the Building and Planning Department. This position encompasses the development of strategic direction and vision to the Department along with leading continuous improvement and making changes to the overall performance through analysis and the development and implementation of sound management practices.

The CBO/Director of Building and Planning directs the customer service, plan review and inspection functions of the Department. The CBO/Director of Building and Planning is responsible for all statutory enforcement functions under the Ontario Building Code Act, related provincial statutes and regulations, and municipal by-laws. The position manages all aspects of the Building and Planning Department including permits and inspections, septic services, and by-law enforcement. The CBO/Director of Building and Planning is responsible for inspecting buildings under construction to ensure compliance with the Ontario Building Code as well as the Short Term Rental Accommodation registration, administrative monetary penalties system (AMPS) and livestock evaluation.

The CBO/Director of Building and Planning is responsible for providing senior level policy advice/recommendations to both the Senior Management Team and Council regarding effective and enforceable implementation of new program initiatives. This position is responsible for the development and implementation of the budget for this Department.

Duties and Responsibilities:

- Perform the statutory duties of the Chief Building Official.
- Lead the planning, development, and continuous improvement of departmental policies, procedures, and service delivery models.
- Provide leadership to the Building and Planning team in the delivery of the Building and Planning services for the Municipality.
- Lead the enforcement of Provincial Statutes in accordance with requirements and regulations under the Building Code and other by-laws as they apply to buildings and structures.
- Use technical, management and leadership skills to provide input on departmental/corporate strategic initiatives and lead or participate on project teams.
- Lead, manage and oversee all departmental staff including performance reviews and the development and implementation of individual training and development programs.
- Promote staff retention through the implementation of positive workplace practices and environment and succession planning.
- Ensure accurate issuance and documentation of all permits including building permits, septic permits, and orders of compliance.

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- Respond promptly to inquiries and questions, liaise with, and resolve complaints/concerns from, including but not limited to, the general public, staff, consultants, property owners, developers, contractors, lawyers, other levels of government and Council.
- Administer the Short Term Rental Accommodation Registry and the AMPS Program.
- Ensure that all relevant inspections, orders or notices are executed as they relate to permits issued or regulations violated.
- Monitor and ensure mandatory time frames for completeness of permit applications, permit issuance, inspections and reporting are within the prescribed time frames as mandated by the Ontario Building Code Act and the Ontario Building Code.
- Prepare reports and provide recommendations to Council regarding the Department and act as a resource to Council with respect to Departmental related matters.
- Prepare, review, recommend and implement annual capital and operating budgets for the Department, review and recommend appropriate user and permit fees, monitor and administer approved departmental budgets and report on the same, and authorize invoice payments.
- Represent the Municipality in legal proceedings regarding Building Code matters and attends meetings as required.
- Work closely with external stakeholders and agencies through the permit review process.
- Coordinate plan reviews and approvals with Municipal departments and external agencies for which approval is required as a precondition for a building permit.
- Develop and/or review and recommend revisions as necessary to building inspection/enforcement and administration policies, by-laws, procedures, service levels and administrative procedures.
- Review and provide comment on subdivision, site plan, zoning and other planning applications as relates to the Building Code, related and relevant provincial statutes and regulations, and municipal by-laws.
- Ensure cross-departmental collaboration and communication during permit review processes to maintain service timelines and quality standards.
- Other duties as required.

Job Requirements:

- Diploma or Degree in Architectural or Civil Engineering Technology or equivalent;
- Five years minimum working experience as a Building Official, three of which involve supervisory responsibilities;
- Must be a member of the Ontario Building Official Association with current BCIN and CBCO designation. Qualified and registered (BCIN) in the following categories as defined under Division C, Part 3 of the OBC: Legal CBO, Plumbing All Buildings, HVAC, On Site Sewage Systems, Small Buildings, Large Buildings, Complex Buildings, Building Services and Building Structural;
- Excellent leadership, interpersonal, organizational and communication skills;
- Thorough working knowledge of the Ontario Building Code Act, Ontario Building Code, Ontario Plumbing Code, Ontario Fire Code, Property Standards By-law, Official Plan, Zoning By-law and any other applicable Municipal, Provincial and Federal legislation;
- Ability to read and understand plans, blueprints and building construction drawings, including grading and drainage plans;

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- Ability to exercise sound independent judgment within general legislative and policy guidelines;
- Ability to prepare clear, concise and competent reports, correspondence, and other written materials, as well as present to Council;
- Advanced proficiency in Microsoft365, internet and web-based applications, with experience in Cloudpermit preferred;
- Knowledge and experience in proper investigative techniques, construction techniques and best practices, reporting procedures, plan examination, field inspection and enforcement;
- Working knowledge of the Occupational Health and Safety Act;
- Member in good standing with the Ontario Building Officials Association (OBOA);
- Must be familiar with the Livestock, Poultry and Honey Bee Protection Act;
- Must have, and maintain, a valid class “G” driver’s license.

Key Performance Competencies:

- Strong leadership abilities combined with excellent interpersonal skills, excellent oral and written communications skills;
- Ability to deal effectively with the public, Council and manage staff while promoting an effective use of resources;
- Strong customer service skills with the demonstrated ability to deal with issues and resolve conflicts in a non-confrontational manner;
- Ability to carry out the policies of Council and to work closely and courteously with the public and to assist in the resolution of related problems;
- Visual and mental concentration related to review of building plans, and input of permit records and inspections into property and permitting system;
- Ability to interpret municipal by-laws including Property Standards by-law;
- Strong organizational, supervisory, and time management skills;
- Ability to create and implement an annual budget;
- Must have working knowledge of computers, including Microsoft Office and GIS;
- Ability to read and understand plans, blueprints and building construction drawings;
- Ability to cope with several different requests and subjects simultaneously.
- Proven ability to lead high-performing teams and manage complex projects with competing priorities.
- Demonstrated political acuity and sound judgment in policy interpretation and decision-making.

Health and Safety:

All Employees are responsible for being aware of, understand and follow Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the Municipality.

Supervision:

This position supervises the Planner, Building Inspector/By-Law Officer, the By-law Enforcement Officer, Planning Technician and the Building and Planning Assistant.

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Contacts:

Internal: Has contact with all employees and Council.

External: With the public, other Municipalities, private businesses, developers, contractors, and all levels of government.

Work Environment:

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

- Typical office environment conditions with occasional travel outside the office to complete inspections, potentially in temperature extremes and less than desirable conditions.
- Occasional travel outside the office to attend meetings/conferences/seminars.
- Works in an environment that is subject to interruption and demands accuracy and attention to detail.
- Tasks are somewhat diverse and some interpretation is required.
- Work can be confidential in nature and requires discretion.
- 40-hour work week and may require occasional overtime.
- Works within the administrative policies and procedures of the Municipality.
- Occasionally required to deal with minor conflicts/complaints.
- Requires a general understanding of the public's needs.
- Occasional exposure to minor disagreeable working conditions in all seasons which may include hazards to complete inspections and enforcement duties.

Physical Demands:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their fingers for typing. There is a limited degree of physical skills, coordination and speed required. Occasionally performs intricate or repetitive tasks. Activities include sitting, standing, reaching, walking, climbing ladders, considerable visual attention to details and movement of average weight materials. This job has some capability to control interruptions and pace of work.

Impact of Error:

- Misinterpretation of data or inaccurate information could reflect poorly on the Municipality and have legal as well as long-term consequences.
- Financial impact could occur if accuracy is not a top priority.
- Safety is a concern if errors are made.
- Possible lawsuits if errors occur.
- Decisions have an impact on the department.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date